







docdmc.

DMC & PCO • Macau & Hong Kong 澳門及香港專業會議顧問公司





INTERNSHIP PROGRAM

JOB DESCRIPTION

Project Assistant

- Administrative support related with finance
- Prepare proposals for clients
- Work with suppliers such as hotels, restaurants, travel agencies...
- Work at Wine Events
- Accompany groups meetings and incentives

ABOUT US

Our main working language is English.

We are a micro company so you can expect to work in many different areas and in most events we have.

HOW TO APPLY

Send your CV to Bruno Simoes at bsimoes@doc-dmc-macau.com

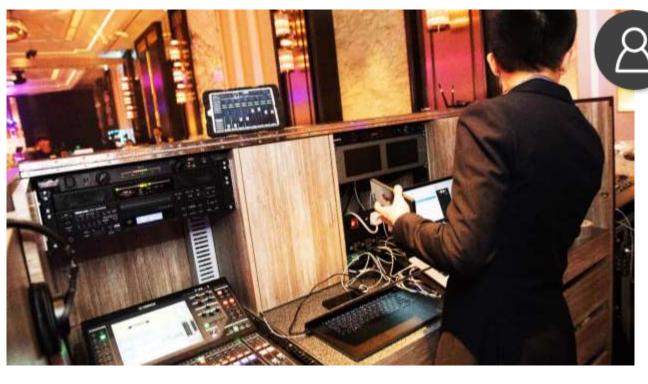








www-doc-dmc-macau.com



PROFESSIONAL CONGRESS ORGANIZER (PCO)

Management of a congress back to end:

- Budget
- Venue and suppliers selection
- Marketing and promotion
- Registration & website
- Exhibition





MEETINGS AND EVENTS PLANNER

- Concept development
- Selection, recruitment, and coordination of all suppliers
- On Site Management
- AV Rental Advice & Set Up





DESTINATION MANAGEMENT COMPANY (DMC)

- Itinerary planning
- Transportation & logistics
- Hotel reservation
- Tours
- Venue selection
- Team bonding





WINE EVENTS MANAGEMENT & PR

Usually B2B events for professionals only

- Wine promotion roadshows
- Seminars & Master classes
- Wine pairing dinners
- Wine parties
- Wine Testing







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- youtube.com/micemacau

